



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, NOVEMBER 23, 2015  
7:00 P.M.**

**MINUTES**

**I. CALL TO ORDER AND ROLL CALL**

Mayor Mancino called the meeting to order at 7:03 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, DiMaggio and David. Absent was Trustee Corrigan.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Kristin Kazenas, Chief of Police Jennifer Paulus, Public Works Director and Village Engineer Erika Frable, PE, Director of Parks and Recreation Brian Sullivan, Community Development Director Michael Cassata, AICP and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

**III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**Kevin Gow, 4 Hampton Lane** – Mr. Gow thanked the Board members for their leadership as it relates to their work regarding the proposed Rt. 53 extension.

**IV. PRESENTATIONS**

- A. Presentation of the Strategic Leadership and Governance Award by ICMA to Pamela Newton, Donna Lobaito and the Village of Hawthorn Woods

Bob Kiley, City Manager of Lake Forest and past Vice President of the ICMA, presented the Strategic Leadership and Governance Award on behalf of ICMA to Pamela Newton, Donna Lobaito and the Village of Hawthorn Woods. Mr. Kiley explained the award is presented to those who improve the profession of municipal managers and quality of life for those they serve.

- B. Presentation of the Village's Ice and Snow Removal Plan—Matt Bartlett

Mr. Bartlett presented the 2015/2016 Ice and Snow Removal Plan to the Board. He spoke of the recent snow event and the Public Works activities in fighting the storm.

**V. PUBLIC HEARING**

**A. A Public Hearing for the Fiscal Year 2016 Village Budget**

Motion by Ponzio, second by DiMaggio to open the public hearing for the Fiscal Year 2016 Village Budget.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

Mayor Mancino noted staff has presented a balanced budget, and that the budget had been on display for the last 30 days. There was no public comment.

Motion by DiMaggio, second by Ponzio to close the public hearing.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

**B. Truth in Taxation Hearing for the Proposed Property Tax Levy for the Village of Hawthorn Woods for the Fiscal Year Commencing on January 1, 2016 and Ending on December 31, 2016, of the Village of Hawthorn Woods, Lake County, Illinois**

Motion by Riess, second by David to open the public hearing for the Property Tax Levy.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

There were no public comments. Ms. Kazenas commented that the Village is subject to the property tax cap, and that this year, we are limited to a .008 rate increase. Our request is greater than 5%, thus triggering the requirement for the Truth in Taxation hearing, but that is attributable to the SSA 4 debt service. The request includes the capturing of funds for new growth from all the new homes constructed in the Village.

Motion by DiMaggio, second by David to close the public hearing.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

## VI. MAYOR'S REPORT AND COMMITTEE REPORTS

### A. Mayors Report -----Joseph Mancino, Mayor

#### 1. Approval of a Resolution Opposing the Proposed Extension of Rt. 53 Through the Village of Hawthorn Woods

Motion by DiMaggio, second by Ponzio to approve a Resolution Opposing the Proposed Extension of Rt. 53 Through the Village of Hawthorn Woods.

Mayor Mancino stated the Village has just begun fighting the extension of Rt. 53 through the Village. He noted there has been much public opposition voiced during the many local meetings, but the Land Use Committee voted 15 – 5 to recommend the plan to the Illinois Tollway. He noted the no votes came from three environmental groups as well as from Long Grove and Hawthorn Woods. He said the environmentalists referred back to the BRAC, and that their vote was significant.

Mayor Mancino thanked Long Grove, Mundelein, Round Lake and Kildeer who met months prior to discuss their concerns with land use plans. He noted the plan is now in the hands of the Tollway who will decide on the EIS.

**Marcia Marshall, 4512 Red Oak Lane, Long Grove** – Ms. Marshall stated she is a member of One Long Grove, who opposes the extension of Rt. 53. She spoke of the damage the roadway will cause to Long Grove and Lake County, and that people should think more globally.

**Geri Songer, 60 Senaca Avenue East** – Ms. Songer stated that she is opposed to the extension of Rt. 53, because tax money is to be used to fund the roadway. She noted the high taxes in Lake County already. She expressed concern for the quality of life of residents in Lake County.

**Bob Ragland, 1 Canterbury Lane** – Mr. Ragland expressed concern about property values, wetlands, traffic and noise if Rt. 53 were extended.

**Rita O'Connor, 3531 Oak Hill, Long Grove** – Ms. O'Connor commented that it was reported in the Chicago Tribune that the noise impact study for O'Hare Airport was wrong and expressed concern for information being presented as it relates to Rt. 53.

**Vanessa Griffin, Hawthorn Woods resident** – Ms. Griffin expressed her gratitude to the Village. She encouraged people to get involved by speaking up and sending letters.

**Richard Barrie, 44 Mark Drive** – Mr. Barrie expressed concern that man-made ponds will drain into the wetlands.

Mayor Mancino spoke of the financing options for the extension of Rt. 53.

**Bill Jacob, Long Grove Trustee** – Mr. Jacob stated Long Grove passed a resolution opposing the extension of Rt. 53 and thanked the Hawthorn Woods Board for hosting the town hall meeting.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

Mayor Mancino noted Trustee Corrigan had an excused absence, and she would have voted in favor of the resolution.

B. Public Safety and Judicial Committee -----Gene Gawalek, Chair  
Neil Morgan, Trustee Liaison

No report this month.

C. Environmental Committee-----John Bickley, Chair  
Steve Riess, Trustee Liaison

No report this month.

D. Zoning Board of Appeals-----John Kosik, Chair  
Dominick DiMaggio, Trustee Liaison

No report this month.

E. Planning, Building and Zoning Commission -----Jim Kaiser, Chair  
Dominick DiMaggio, Trustee Liaison

F. Finance Committee-----Peter Ponzio, Chair  
Kelly Corrigan, Trustee Liaison

1. Approval of the August 2015 Financial Statements

Motion by Riess, second by DiMaggio to approve the August 2015 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

2. Approval of the September 2015 Financial Statements

Motion by Riess, second by DiMaggio to approve the September 2015 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

3. Approval of the October 2015 Financial Statements

Motion by Riess, second by DiMaggio to approve the October 2015 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

4. Approval of Budget Transfers

Motion by Riess, second by DiMaggio to approve the Budget Transfers.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None  
Absent: Corrigan  
Motion carried.

5. Approval of an Ordinance Authorizing the Execution of a Treasury Management Proposal Agreement—Inland Bank

Motion by Riess, second by DiMaggio to approve an Ordinance Authorizing the Execution of a Treasury Management Proposal Agreement—Inland Bank.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Corrigan  
Motion carried.

6. Approval of an Ordinance Authorizing the Execution of a Wire Transfer Agreement—Inland Bank

Motion by Riess, second by DiMaggio to approve an Ordinance Authorizing the Execution of a Wire Transfer Agreement—Inland Bank.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Corrigan  
Motion carried.

7. Approval of an Ordinance Authorizing the Execution of a Positive Pay Enrollment Form Agreement—Inland Bank

Motion by Riess, second by DiMaggio to approve an Ordinance Authorizing the Execution of a Positive Pay Enrollment Form Agreement—Inland Bank.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Corrigan  
Motion carried.

## VII. NEW BUSINESS

### A. Consent Agenda

1. Approval of the October 19, 2015 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated November 2015
3. Approval of Bills List Dated November 2015
4. Approval of the 2016 Meeting Calendar
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 1, Section 1-5-3A—Committee Appointment; Title 2, Chapter 4—Parks and Recreation Board; Title 2, Chapter 5—Public Safety and Judicial Committee; Title 2, Chapter 7—Property and Public Works Committee; Title 7, Section 7-3-3B—Park Rules and Regulations, Permits—Repeal and Reserve for Future Use
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Chapter 3-1-17—License to be Posted; Destruction; Removal of License
7. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Section 8-4-3—Exemptions from Provisions Relating to Fences on Municipal Properties
8. Approval of an Ordinance Authorizing the Execution of an Agreement—Family Service: Prevention, Education & Counseling
9. Approval of an Ordinance Authorizing the Chief Operating Officer to Award the Onondaga Drive Culvert and Bruce Circle North Culvert Replacement Project
10. Approval of a Resolution Authorizing Submittal of the Lake County Community Block Grant (CDBG) 2016 Public Improvements Application and a Commitment to Village Funds for Requested CDBG Grant Projects
11. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code for Fiscal Year 2016
12. Approval of a Resolution in Recognition of the Village of Hawthorn Woods Being Named the #1 Safety City in Illinois in 2015 by Safewise.com
13. Resolution Adopting Amended Rules and Regulations of the Hawthorn Woods Board of Police Commissioners

Item #4 was removed from the Consent Agenda.

Motion by Morgan, second by DiMaggio to approve the Consent Agenda with the exception of Item #4.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio and David  
Nays: None  
Abstain: None  
Absent: Corrigan  
Motion carried.

Motion by Morgan, second by Ponzio to approve Consent Agenda Item #4, Approval of the 2016 Meeting Calendar.

Based upon discussions at today's Police Pension Fund meeting, two changes were noted to their meeting calendar request for 2016.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio and David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

#### B. Items for Separate Action

1. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2016 and Ending December 31, 2016

Motion by Ponzio, second by Riess to approve an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois, for the Fiscal Year Commencing January 1, 2016 and Ending December 31, 2016.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

2. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2016 and Ending December 31, 2016, of the Village of Hawthorn Woods, Lake County, Illinois

Motion by Ponzio, second by David to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2016 and Ending December 31, 2016, of the Village of Hawthorn Woods, Lake County, Illinois.

It was noted that it is imperative that the Village capture its new growth. It is believed the Village's EAV has increased by \$4.5 million in the last year. Ms. Kazenas noted that the 11% increase request is due to debt service, and for taxes which will be abated in the next ordinance, but are a part of the levy.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None  
Abstain: None  
Absent: Corrigan  
Motion carried.

3. Approval of an Ordinance Abating Special Service Area Taxes for Special Service Area Number Four of the Village of Hawthorn Woods and Approving an Amended Special Tax Roll

Motion by Ponzio, second by DiMaggio to approve an Ordinance Abating Special Service Area Taxes for Special Service Area Number Four of the Village of Hawthorn Woods and Approving an Amended Special Tax Roll.

Ms. Kazenas noted the abatement of taxes is necessary due to the funds exceeding what is necessary for the principal, interest and administrative fees.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Corrigan  
Motion carried.

4. Refund of \$80,000 Contingency to Hawthorn 45—Hawthorn Trails Subdivision

Motion by Ponzio, second by DiMaggio to approve a refund of \$80,000 Contingency to Hawthorn 45—Hawthorn Trails Subdivision.

Ms. Frable spoke about the settlement agreement between the Village and Hawthorn 45, and the fact that \$100,000 had previously been refunded by the Village. The Village has been retaining another \$100,000 posted by Hawthorn 45, and at this time, staff recommends a refund of \$80,000 due to the completion of certain subdivision improvements. \$20,000 is to be retained by the Village at this time for punchlist items. Furthermore, Hawthorn 45 has agreed to allow the Village to permanently keep \$10,000 of the remaining \$20,000 to fix any such item not previously fixed by others.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David  
Nays: None  
Abstain: None  
Absent: Corrigan  
Motion carried.

5. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter Into an Agreement with Arthur J. Gallagher Risk Management Services:
- Accept the Proposal of Insurance from Arthur J. Gallagher Risk Management Services; and
  - Execute “Client Authorization to Bind Coverage,” and
  - Execute “Gallagher Compensation Agreement,” and
  - Expend \$161,502 for Property, Casualty, and Workers Compensation Insurance

Motion by Ponzio, second by DiMaggio to approve an Ordinance Authorizing the Chief Operating Officer to Enter Into an Agreement with Arthur J. Gallagher Risk Management Services.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

6. Approval of Medical, Dental and Vision Insurance Plans for 2016

Ms. Kazenas noted that the Village had forecasted a 6% increase from Blue Cross Blue Shield, and the actual increase will be 4.62%. She attributed some of the Village’s success in keeping insurance costs down to the work of the Wellness Committee. She noted employees participate in the cost of insurance.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

## **VIII. OLD BUSINESS**

- A. None this month.

## **IX. ADMINISTRATION REPORTS**

- A. Report from the Chief Operating Officer—Pamela O. Newton, MSOL
1. Monthly Update—Village Operations

Ms. Newton reported on the Gilmer Road/Midlothian Road open house regarding the intersection improvements by Lake County, the craft fair, tree lighting ceremony, and the potential need for a new well at Community Park.

B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin stated his report would be provided in Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer—Donna Lobaito

a. Chief Administrative Officer Report

Ms. Lobaito noted that her report was in the packet.

b. Village Clerk's Report

1. Notification of the Approved Records Disposal Certificate from the Local Records Commission

Ms. Lobaito informed the Board that she was in receipt of the approved records disposal certificate found in the Board packet, and that staff would be properly disposing of such records.

2. Chief Financial Officer—Kristin Kazenas, CPA, MBA, CPFO

a. Finance Department Report

Ms. Kazenas presented a PowerPoint on the status of the Village's finances. She noted that 20% of the Village's revenues had not yet been received from the state. She reviewed the shortfall in each of the Village's funds. Due to the state's delinquency in remitting funds to the Village, the General Fund shortfall is \$135,000, and the Motor Fuel Tax Fund shortfall is \$73,000.

Mayor Mancino spoke of HB 4305, which passed and approved the disbursement of funds outlined by Ms. Kazenas. He noted the Senate still needed to vote on this issue.

b. Human Resources Department Report

Ms. Kazenas noted her report was in the packet.

c. Risk Management Department Report

Ms. Kazenas noted her report was in the packet.

3. Chief of Police—Jennifer R. Paulus

a. Police Department Report

Chief Paulus noted her report was in the packet. She also reported that the Police Department has some good leads on recent car burglaries in one particular neighborhood.

4. Director of Public Works/Village Engineer—Erika M. Frable, PE
  - a. Public Works Department Report

Ms. Frable noted her report was in the packet.

5. Director of Parks and Recreation—Brian J. Sullivan, MPA, CPSI, CPRP
  - a. Parks and Recreation Report

Mr. Sullivan reported on the upcoming Movie in the Barn.

6. Director of Community Development—Michael Cassata, AICP
  - a. Community Development Department Report

Mr. Cassata reported that the Village had five new single-family starts in October, 39 permits in total had been issued to Pulte, and that four residents moved into their homes in Hawthorn Hills in October.

## **X. EXECUTIVE SESSION**

- A. Discussion of Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21)

Mayor Mancino announced there would be no Village business conducted after Executive Session.

Motion by DiMaggio, second by Morgan to enter into Executive Session for the purposes of Probable or Pending Litigation and discussion of Executive Session Minutes.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, DiMaggio, David

Nays: None

Abstain: None

Absent: Corrigan

Motion carried.

The special meeting reconvened at 9:03 p.m.

**IX. ADJOURNMENT**

Motion by Riess, second by DiMaggio to adjourn the special meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:04 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Donna Lobaito". The signature is written in a cursive, flowing style.

Donna Lobaito  
Village Clerk